

**CONFIDENTIAL**

Approved For Release 2001/03/03 : CIA-RDP78-07317A000100350002-4

8 December 1969

MEMORANDUM FOR: Deputy Cable Secretary

SUBJECT : Revised Records Schedules

1. Attached are the approved Vital Records Schedule and Records Control Schedule for the Cable Secretariat.

2. Your proposed revisions arrived for approval along with those from many other components requesting changes growing out of the annual inventory and current records purge. I am sorry that we were delayed. We had the added complication with your schedules in that your micro-filming effort is incomplete. As we told you, destruction of cables that have been microfilmed has been authorized since 1951 and was never a concern in these revisions. The complication was only a heavy workload and what your new records retirement procedure should be between now and when your microfilming is completed sometime in the next few years.

3. The procedure that was established with you by the Chief of the Records Center has been operating quite well. He can service any cables you recall and will accept the cables for continued storage as microfilm or paper copies whenever you find it convenient to retire them again. The permanent collection of microfilmed cables may be stored in the Agency Archives, Vital Records, or Inactive Records collections. At present you wish filmed cables kept in the Vital Records for one year and then moved into the Inactive Records. This procedure is being followed.

25X1A 4. Besides approving the two schedules you coordinated with Miss [redacted] we have examined item one of your Vital Records Schedule. Until the microfilming is completed and the periodic recall and returning of cables or films ends I believe the most expedient answer is to change "14 years" to read "permanent" and omit mention of procedures here relying on those arrangements detailed in other correspondence. This I have done and a copy is attached for your Vital Records Schedule.

5. Thank you for your assistance and understanding on these matters.

Distribution:

Orig & 1 - Addressee

1 - RAB

1 - [redacted]

1 - [redacted]

1 - CHRONO

Attachments:

Records Control Schedule

Vital Records Schedule

DDG/SSS/RAB

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REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

Central Intelligence Agency

2. MAJOR SUBDIVISION

12.02

3. MINOR SUBDIVISION

M TO CONFER

5. TEL. EXT.

143-3363

LEAVE BLANK

DATE RECEIVED

MAR 23 1970

JOB NO.

NN- 170-97

DATE APPROVED

4-16-70

NOTIFICATION TO AGENCY

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC  
LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL  
APPROVED" IS AUTHORIZED

STATINTL

7-23-70  
DATE

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list  
schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have  
ceased to have suffi-  
cient value to warrant  
further retention.

B The records will cease to have sufficient value  
to warrant further retention after the expiration  
of the period specified on the occur-

17 March 1970  
(Date)

CIA Records Adm. Officer

Representative

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<b>CABLE REFERENCE FILES</b>  Copies of cable communications dating from 1963 to and from overseas installations that are maintained primarily for reference purposes. Official copies of messages are filed in the action offices. Filing is by numerical order and includes all degrees of sensitivity and security classifications. Cables prior to 1963 were authorized for destruction after being microfilmed under Job. No. 351-8182 approved 3 January 1951.  Disposition Instruction: Destroy after microfilming.  Microfilming Certification: This certifies that the records described on this form will be micro-filmed, used and stored in accordance with the standards set forth in the Federal Property Management Regulation 101-11.5.		DISPOSAL APPROVED

Call Sent  
notified  
30 1970  
RD.